

DAS – COMMUNITY BUSINESS DEVELOPMENT PARTNERS (1040) BUDGET

DEPT: CBDP

UNIT NO. 1040
FUND: General - 0001

Budget Summary

Category	2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Variance
Expenditures					
Personnel Costs	\$663,911	\$587,576	\$788,849	\$859,629	\$70,780
Operation Costs	\$103,816	\$77,925	\$248,731	\$103,338	(\$145,393)
Debt & Depreciation	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$156,530	\$156,956	\$106,038	\$103,680	(\$2,358)
Total Expenditures	\$924,257	\$822,457	\$1,143,618	\$1,066,647	(\$76,971)
Revenues					
Direct Revenue	\$0	\$21,620	\$100,000	\$0	(\$100,000)
Intergov Revenue	\$0	\$0	\$0	\$0	\$0
Indirect Revenue	\$45,000	\$45,000	\$158,236	\$181,392	\$23,156
Total Revenues	\$45,000	\$66,620	\$258,236	\$181,392	(\$76,844)
Tax Levy	\$879,257	\$755,837	\$885,382	\$885,255	(\$127)
Personnel					
Full-Time Pos. (FTE)	6	6	8	8	0
Seas/Hourly/Pool Pos.	0	0	0	0	0
Overtime \$	\$0	\$0	\$0	\$0	\$0

Department Mission: The mission of the Office of Community Business Development Partners (CBDP) is to increase overall economic viability for small and disadvantaged businesses (SBEs and DBEs) in Milwaukee County.

Department Description: The County Executive appoints the Milwaukee County Director of Business Development and the Director is confirmed by the County Board¹. The Milwaukee County Director of Business Development is also the Disadvantaged Business Enterprise Liaison Officer and Airport Concessionaire Liaison Officer to US DOT federal agencies. Thus, to ensure the compliance with both FAA and FTA funding under 49 CFR 26.25, the Milwaukee County Director of Business Development reports directly to the County Executive (see footnote 2 on next page).

¹ It is the opinion of the Office of Corporation Counsel that based on the provisions of 2013 Wisconsin Act 14, and as reflected in Wisconsin Attorney General Opinion no. OAG-07-13, this position is not subject to County Board confirmation.

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The County Executive Office of Community Business Partners² (CBDP) is responsible for designing, implementing, monitoring and enforcing Milwaukee County's DBE Program in order to maintain compliance with Federal Regulations and Milwaukee County Ordinances. CBDP submits triennial overall goal reports to the Federal Aviation Administration (FAA) and the Federal Transit Administration (FTA); establishes DBE goals on a contract-by-contract basis, certifies small businesses as DBEs and/or registers them as SBEs, monitors contracts for compliance and enforces necessary remediation, actively promotes greater utilization of small businesses, participates in small business development and technical assistance initiatives, administers a revolving loan account to provide short-term assistance to qualifying DBEs; and engages in numerous small business seminars on effective business operations and contracting practices; all of which assist in increasing overall economic viability for small and disadvantaged businesses in Milwaukee County. Milwaukee County receives an average in excess of \$50,000,000 annually in Federal and State funding for its airport, highway and transit operations and capital improvement program budgets from the United States Department of Transportation (USDOT). The County's DBE program, in addition to being a requirement of receiving this direct Federal funding, ensures that full compliance is maintained with all Federal DBE laws.

² Administratively, this position is in the Department of Administrative Services, consistent with the opinion of the Office of Corporation Counsel that this organizational structure is in compliance with 49 CFR 26.25 and that the administration of departments is an executive function.

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Strategic Program Area 1: Community Business Development Partners

Strategic Outcome: High Quality, Responsive Services

What We Do: Activity			
Activity	2012 Actual	2013 Budget	2014 Budget
This program area does not have Activity Data			

How We Do It: Program Budget Summary					
Category	2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Var
Expenditures	\$924,257	\$822,457	\$1,143,618	\$1,066,647	(\$76,971)
Revenues	\$45,000	\$66,620	\$258,236	\$181,392	(\$76,844)
Tax Levy	\$879,257	\$755,837	\$885,382	\$885,255	(\$127)
FTE Positions		6	8	8	0

How Well We Do It: Performance Measures			
Performance Measure	2012 Actual	2013 Budget	2014 Budget
Performance measures have not yet been created for this program area			

Strategic Implementation:

The 2014 tax levy decreases by \$127. Personnel costs increase by \$70,780 due to multiple reclassifications/reallocations as implemented by the HR Compensation study. However, operating costs decrease by \$145,393 primarily as a result of the elimination of \$100,000 of funding for the Micro Loan program. This program operates as a revolving loan fund that will be replenished as loans are repaid. The Micro Loan Program was funded in 2013 with Potawatomi revenue that has been reallocated for 2014. Community Business Development Partners will find a private or public financial institution or corporation to hold/manage the Microloan Fund (MLF) while securing a minimum of a \$25,000 fund match before March 1, 2014. Additionally, the Revolving Loan Fund (RLF) shall be maintained to support small and disadvantaged enterprises working in Milwaukee County contracts. CBDP will identify and pursue grant opportunities to grow the Revolving Loan Fund.

In 2014, CBDP will develop and execute a comprehensive business outreach program for small and disadvantaged enterprises that will include the promotion of the Microloan Fund, the Revolving Loan Fund, and a series of educational seminars. CBDP will provide reports regarding outreach activities, microloan and revolving loan fund utilization, business-to-government (B2G) implementation and utilization and any other efforts to promote the disadvantaged and small business programs to the Economic and Community Development Committee and the Transportation, Public Works and Transit Committee on a monthly basis. There is no additional county funding provided in the 2014 budget. This division will track loan repayment rates and report as a performance measure in the 2015 budget.

Additionally, a one-time allocation of \$55,363 in the 2013 adopted budget for the purchase and installation of software for tracking contracts and automating the DBE certification process is not included in 2014, though \$20,000 is provided for service/maintenance of the software.

The elimination of the Potawatomi revenue noted above is partially offset by an increase in DBE revenue due to CBDP staff charging time to capital projects. Continuing the initiative started in 2013, four positions will charge time to capital projects in 2014.

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CBDP Budgeted Positions				
Title Code	2013 Budget	2014 Budget	2014/2013 Variance	Explanation
Business Development Analyst	0	2	2	2013 Action
Certification & Compliance Adm	1	1	0	
Certification Analyst	1	0	-1	2013 Action
Certification Anlst-Fis	1	0	-1	2013 Action
Contract Compliance Mgr Dbe	1	1	0	
Contract Coordinator	0	3	3	2013 Action
Contract Spec	2	0	-2	2013 Action
Exdir1-Adsec-DirDbd	1	1	0	
Secretarial Asst Nr	1	0	-1	2013 Action
Vacancy & Turnover	-0.3	0	0.3	
TOTAL	7.7	8	0.3	

Legacy Health Care and Pension Expenditures				
2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Variance
\$105,534	\$122,974	\$122,328	\$159,020	\$36,692